

INTRODUCTION—THE FOREIGN AFFAIRS HANDBOOK

(TL:FCLH-1; 06-16-1997)

DESCRIPTION

Each Foreign Affairs Handbook (FAH) is an extension of the *Foreign Affairs Manual* (FAM). It supplements the *Foreign Affairs Manual* by providing implementing guidelines and procedures for policies and regulations contained in the respective *Foreign Affairs Manual* (FAM) to which it applies (this is indicated by its prefix number, such as “6” which means that a handbook with this number in front of it supplements *Volume 6 of the Foreign Affairs Manual—General Services*), for the Department of State’s operations, and in certain instances, for other Federal departments and agencies. Each Foreign Affairs Handbook starts with a prefix number but ends with a suffix number which indicates the number of the handbook within a specific series (e.g., 6 FAH-4 *Facilities Maintenance Handbook* would be the fourth handbook in the series). Each handbook bears an individual title and covers a separate subject. Material within a handbook has the same regulatory force and application as material within the FAM, and exhibits carry the same authority as text.

HANDBOOK SUBJECT

- a. The contents and scope of this handbook are:

6 FAH-4—FACILITIES MAINTENANCE HANDBOOK (TL:FCLH-000): Operating procedures and other requirements for maintaining Department of State facilities abroad.

- b. The FBO *Facilities Maintenance Handbook* provides first-time and experienced maintenance managers with guidance on maintaining post real property facilities. It includes and builds upon technical and provides information to help in setting up and managing a good maintenance program.

- c. This Handbook outlines procedures for a Standard Maintenance Management System to optimize maintenance resources at Department of State post facilities. The recommended practices, procedures, and forms here will promote efficient and effective inspections, maintenance, and operations. It also includes samples of properly completed requests and reports, preventive maintenance inventory checklists, and facility condition/annual inspection survey formats.

- d. One of the requirements for a successful ongoing maintenance program is the Annual Inspection Summary (AIS) report, along with an Annual Facility Condition Survey, as outlined here.

e. Posts without the technical expertise to accomplish an annual inspection should contact the Facilities Maintenance Division (A/FBO/OPS/FAC) for assistance. It has a program to assist /train post personnel in conducting formal detailed inspections on a 3-year cycle. Posts can then use this report as the basis for their AIS reports for the intervening 2 years.

f. The information in this Handbook provides some of the basic approaches that have evolved in private industry and Federal agencies to maintain U.S. Government property. Maintenance personnel should assure uniform, economical, and effective expenditure of maintenance funds by using these procedures.

FORMAT

a. The FAH is divided into loose-leaf volumes reflecting major functions. Each volume is divided into chapters and sections (or subsections, always commonly referred to as sections). Chapters are set off by divider tabs, followed by a chapter number and title page. Chapter numbers are H-000, H-100, H-200, etc. This volume varies from the standard FAH formatting, in that there are no subchapter divisions, the hierarchy moves from Chapters directly to sections. Each section can have nine major subdivisions, for example H-111, H-112, H-113, etc., through H-119.

b. Subsections begin at the .1 level, the next subdivision at .1-1. After the first sectional level, a number larger than nine is permissible, for example: H-111.35, or H-111.1-13. Although two further subdivisions of sections are possible (respectively, parenthetical capital letters in alphabetical order; parenthetical small roman numerals in numerical order), divisions below the hyphenated digit level are strongly discouraged. All heading numbers and titles are done in bold. The numbering format is:

H-100 CHAPTER

H-111 SECTION

H-111.1 Section

H-111.1-1 Section

c. When a section contains more than one paragraph, each paragraph is identified by a letter identification. The descending order of paragraphs and subparagraphs is: a.; (1); and (a). If a section contains only one paragraph followed by two or more subordinate paragraphs (identified as subparagraphs), the single (main) paragraph is not lettered but subparagraphs are identified by parenthetical numbers or letters, depending on their degree of subordination.

d. The effective date of any given material is the issuance date of the transmittal letter, indicated by the TL line immediately below the subchapter or section, in italics. For example:

(TL:FCLH-1; 06-16-1997)

e. If the issuance date is different than the effective date, the effective date is shown on the line immediately following the issuance date. For example:

(TL:FCLH-5; 12-21-98)
(Effective Date: 3-5-98)

f. Sections that are applicable to other agencies are indicated as part of the TL line. For example:

(TL:FCLH-1; 12-21-96)
(Uniform State/USAID/USIA)

g. Substantive offices can also show that the material, although unchanged for a period of time, was reviewed and is still valid. For example:

(TL:FCLH-12; 12-21-1998)
(Revalidated 07-21-99; MO/P/PET)

MAINTENANCE

a. *FAH* volumes are a necessary part of the Department's supplies and, as such, are to be retained by the office or post. As the articulation and record of the Department's regulations, policies, and procedures, the *FAH* must be kept current. It is strongly recommended that offices and posts include *FAH* maintenance as part of the job descriptions of designated employees. Responsibilities for *FAH* maintenance include:

(1) Keeping only necessary handbooks on hand and making them readily available;

(2) Distributing new material promptly;

(3) Ensuring that each handbook holder (including officers) is accountable for maintaining the *FAH* in current status; and

(4) Ensuring that *FAH* materials are retained by the office or post when handbook holders/users depart for home leave, reassignment, transfer, or TDY for use by their substitutes or successors.

b. Changes are issued by transmittal letters (TLs), and replacements are made by subchapter.

c. Although lists of TLs are issued occasionally, direct questions concerning the update and/or revision status of *FAH* materials to A/IM/CST/MMS/DIR, Room B-264, NS. Direct questions concerning *FAH* content, format, style, etc., also to A/IM/CST/MMS/DIR. For substantive interpretations of content, contact the responsible office, which is listed at the end of the transmittal letter.

CD-ROM

a. The *Foreign Affairs Manual* and its supplemental *Foreign Affairs Handbook* series are available on the InfoRegs compact disk-read only memory (CD-ROM), which are issued quarterly.

b. For internal use only, the Department provides a collection of guides and booklet-type material on the InfoGuides CD, and a collection of forms used by the Department (and some other agency and post-originated forms) on the InfoForms CD-ROM.

c. For information on this program, contact the InfoExpress Coordinator, A/IM/CST/MMS/CB, directly. They are located in Room 1851 NS, FAX (202) 647-0016.

PAPER COPIES

a. Direct requests for paper copies to A/IM/CST/MMS/PB. Distribution changes should be sent to A/IM/CST/MMS/DIR, Room B-264, NS. Direct public requests for *FAH* materials to A/IM/CST/MMS/PB, Room B-847A, NS. All requests must be in writing.

b. Clear all requests through the post administrative officer or bureau executive director, and provide your funding information when submitting requests. Use KFAM and AINF on all official communications.

c. Each Transmittal Letter includes the cost printed at the bottom of the first page. Requesters may obtain the cost of TLs issued under this system by contacting A/IM/CST/MMS/PB at (202) 647-1105.